

Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Mennonite Friendship Manor
600 West Blanchard
South Hutchinson, KS 67505
620-663-7175**

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualification.

PLEASE PRINT:

Date: _____

Position Applied For _____

Rate of pay expected \$ _____ per hour

Name _____
Last First Middle Initial

Present Address _____
Street City State Zip Code

Telephone Number (____)_____ Cell Phone Number (____)_____ Soc. Sec. Number _____

Are you legally eligible for employment in the U.S.A.? _____
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

State age if under 18 _____

Have you ever been employed here before? _____ If yes, when _____ Position? _____

Would you work Full-Time _____ Hours and days available _____

Part-Time _____ Hours and days available _____

If selected, on what date will you be available for work? _____

Have you been convicted of a ***crime other than a traffic violation***? _____ If yes, please explain _____
(Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

I have reviewed the job description(s) for the position(s) I have applied for and am able to meet the requirements of the positions(s)? **Y N**

EMPLOYMENT HISTORY:

May we contact your current employer? _____

List Present or Most Current Employment:

From:	To:	Employer:	Telephone:
Job Title:	Wage:	Address:	
Name of Supervisor:		Summarize the nature of work and job responsibilities:	
Reason for leaving:			

List previous two (2) employers, starting with the most recent, including military experience:

From:	To:	Employer:	Telephone:
Job Title:	Wage:	Address:	
Name of Supervisor:		Summarize the nature of work and job responsibilities:	
Reason for leaving:			

From:	To:	Employer:	Telephone:
Job Title:	Wage:	Address:	
Name of Supervisor:		Summarize the nature of work and job responsibilities:	
Reason for leaving:			

SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company.

EDUCATIONAL BACKGROUND:

Name and Location	Years Completed	Did you Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

PERSONAL REFERENCES (Not former employers or relatives)

Name	Telephone	Years Known

How did you hear about the position?

- Employee Referral – Name of Employee _____
- Former Employee
- Newspaper Ad
- Walk in
- Other _____

List any friends or relatives working for us _____

PLEASE READ AND SIGN BELOW

Mennonite Friendship Manor (MFM) has a policy of pre-employment screening for the use of illegal drugs and substance abuse. All offers of employment are contingent on submission to this company’s drug/alcohol screening procedure and a “negative” drug test result. Any contingent offer of employment will be withdrawn if the applicant tests positive for any illegal drugs or substance abuse.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or if not, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the first 3 days of employment.

I give MFM the right to investigate all personal history and references from former employers, pertinent to my employment. I hereby release from liability MFM and its representatives for seeking such information, and all other persons, corporations, or organizations from furnishing such information.

I hereby certify that the information set forth in my application for employment is true and complete. I understand that false or incomplete statements on this application shall be considered grounds for disqualification for employment or sufficient cause for dismissal.

This application is current for only 60 days. After this time, if I have not heard from MFM and still wish to be considered for employment, it will be necessary to fill out a new application.

MFM is an Equal Opportunity Employer and does not discriminate in employment. We recruit, select, hire, transfer, place and promote for all job classifications without unlawful discrimination based on race, color, religion, sex, age, national origin, ancestry, disability, veteran status, genetic information, or any other unlawful reason. We make all decisions on employment based solely on an individual’s qualifications related to the position being filled. No question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state, or federal law.

I understand that just as I am free to resign at any time, MFM reserves the right to terminate my employment at any time with or without cause and without prior notice. I understand that no representative of MFM has the authority to make assurances to the contrary.

Signature of Applicant _____ **Date** _____